



Minutes of Meeting Held on 15th July 2025

Present:

Committee

Brian Godfrey – Chairman
 Neil Taylor – Treasurer
 Chloe Shuttlewood – Secretary
 Jenny Sandars – Bookings Clerk
 Lyn Easton – Medbourne Parish Council
 Fiona Smith

In attendance

Meriel Godfrey, Caretaker

Members of the public

Ann Price, Tom Price

			Action
1		Apologies for Absence None.	
2		Minutes of Previous Meeting The Minutes of the meeting held on 21 st May were approved by JS and seconded by LE.	
3		Matters arising from the Minutes	
	3.1	The advert in the Parish magazine has been paid for.	
	3.2	We will need to seek consent for the new flagpole, despite being a replacement for the old one.	BG
	3.3	The revised quote for the ceiling electrical work is £1,250 +VAT if the suspended ceiling is renewed.	
	3.4	The remedial works arising from the electrical condition report have been dealt with, including the installation of surge protection, and the two emergency lights that failed have been replaced.	
	3.5	Harborough District Council have paid for the polling station day.	
	3.6	Fox Connect bus service will be attending Monday teas on 11 th August at 2:30pm. FS will look into whether they are going to advertise this.	FS
	3.7	The VASL drop-in session which took place on 16 th June was very well attended and was a success.	

	3.8	Toilet block plans – BG will be meeting the architect on 16 th July regarding this before plans submitted to HDC; will also discuss listed building consent for the ceiling and possibly the secondary glazing in the small hall. NT to join the discussion.	
	3.9	The quote for dealing with the ivy in the shed area overlooking the brook is £480 +VAT. This will be done early August. The Scouts have helped to clear the weeds in the shed area, for which many thanks.	
	3.10	The old chairs went to the tip.	
	3.11	The fire alarm system was checked.	
	3.12	Scouts Explorer Group – BG to talk to NT regarding invoicing arrangements which are different from the other Scout groups.	BG/NT
	3.13	Exterior decoration of the small hall windows and door – it is thought that this work has now been completed but TP will check with Fisher German.	TP
	3.14	External notice board replacement – LE to chase this up.	LE
4		Chairman's Report (including governance issues)	
	4.1	The handover of the Treasurer role is almost complete. The Committee would like to recognise Carolyn Frostwick's considerable contribution to the Committee over the last 12 years. A gift will be organised.	BG
	4.2	There was an issue with payments for the gas, but NT confirmed that the direct debit is now in place and the issue has been resolved.	
	4.3	The problem of having low numbers of Committee members continues. BG has spoken to representatives of the Scouts and Pre-School again in the hope that they may join, as allowed for in the Village Hall constitution. NT suggested that we could get in touch with the Charities Commission to lower the number required for the Committee to be quorate. TP suggested that we can ask people in the village for help to lead the toilet block refurb, in the hope that a major project might encourage more people to join the Committee. LE thought that we could also bring this issue up at the race night event. BG and NT will prepare a leaflet which will be delivered to everyone in the village, promoting the Village Hall and the need for more residents to come forward to join the Committee and to seek a succession pathway for the role of Chairman and also Caretaker.	BG, NT
	4.4	As part of the proceeds of the Medbourne family picnic which took place at the Sports Club on 5 th July, £276 should be received. NT to check. The Committee would like to thank the family picnic organising committee for this kind donation.	NT
	4.5	On 14 th September there will be a concert organised by "The Village People" to be held at the church in aid of Macmillan Cancer and Medbourne Charities. The Village Hall hopes to benefit by around £500 from this event. The sports club will be running the bar at the interval and each Medbourne charity benefitting from the proceeds has been requested by the concert organiser to provide canapés for the interval. The events team will meet to discuss further.	MG, FS, CS, JS, LE

	4.6	The street lights in the village have all been replaced with environmentally-friendly LED lights, including the light on the corner of the Village Hall.	
	4.7	The last Fire Risk Assessment was done in 2021. BG proposed that a further assessment was desirable, given that since the last assessment, major kitchen refurbishment had taken place; also given the Trustees' responsibility to ensure the hall is safe for users. NT agreed that another needs to be done later this year or early next year. This will cost £795 +VAT.	BG
5		Treasurer's Report (including Restoration Fund/Appeal)	
	5.1	<p>NT is settling well into his new role. He plans to assess the Village Hall's financial situation; this will include seeing whether we can move the savings into a different account which would pay more interest (the current interest rate being earned is 1.25%, which is low).</p> <p>At the end of June, we had £17,949 in the Santander account, and £11,000 in the Market Harborough Building Society.</p> <p>NT will assess all running costs and funds earmarked for future repair work in order to see how much money is available for costs like the fire risk assessment.</p>	
6		Caretaking/Maintenance/Defibrillator	
	6.1	The windows were recently left open by a user.	
	6.2	MG wishes to thank Jenny for covering the caretaker role while MG was away.	
	6.3	It has been a fairly quiet month; watering the two young trees, etc.	
	6.4	A child's bike was found dumped in the bin, and removed.	
	6.5	The amount of contract cleaning has been reduced as there are fewer bookings over the summer. The usual cleaning will resume in September.	
	6.6	The defibrillator is fine and a new battery has been fitted.	
7		Bookings	
		We have been light on bookings this month.	
8		Events	
		The Race Night will be held on 18 th October.	
		The archaeology talk will be held on 26 th November.	
		The events team will meet separately to continue organising both events. CS will check the deadline for an advert to appear in the September issue of the Parish magazine.	MG, FS, CS, JS, LE
		Remembrance Day on 9 th November – the Village Hall could be	

		used for teas after the church service, as it was two years ago when the event was last held in Medbourne. BG to check with Stephen Bishop.	BG
9		Any Other Business None.	
10		Public Question Time None.	
11		Date of Next Meeting 20 th August at 7pm.	

There being no further business the meeting closed at 20:30.